

Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

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4 October 2022

Dear Councillor

You are hereby summoned to attend the Council Meeting to be held **at the Town Hall** on Monday 10 October 2022 at 7.30pm.

Covid-19 Requirements: Please follow the attached Guidance (updated March 2022) for Attending In-person Meetings.

Please would members of the Accounts Sub-committee arrive by 7.10pm.

Yours sincerely



David J Martin
CHIEF EXECUTIVE

AGENDA

1. Apologies.
2. Public Question Time and Petitions.
3. Declarations of Interest.

To receive any Declaration(s) of Interest under Corsham Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

4. Minutes of the Council Meeting held on 8 August 2022 – *attached*. (The September Council meeting was cancelled due to the period of mourning for Her Majesty The Queen).
5. Matters Arising from the above Minutes – *for information only*.
6. Policing and Community Safety – To consider policing and community safety issues – *for information and comment*.
7. Chairman's Announcements.

8. Correspondence –
 - i) As mentioned in Members Information Sheet No. 526, 527, 528, 529 and 530 *(to follow) – to note.*
 - ii) Letter from Corsham Gardeners' Society donating funds towards town planting projects. Details will be provided at the meeting – *for information and comment.*
 - iii) Late correspondence – *to note.*
9. Reports from Council representatives appointed to outside bodies.
10. Notes of Recent Meetings – The following notes of informal Committee and Council (Planning) Meetings are available for information and comment:

Council (Planning) held on 10 August 2022 – *attached.*

Finance and Administration held on 17 August 2022 – *attached.*

Council (Planning) held on 31 August 2022 – *attached.*

Property and Amenities held on 27 September – *attached.*

Council (Planning) held on 28 September 2022 – *attached.*

– *for information and comment.*
11. Minutes of the Corsham Youth Council meeting held on 3 October 2022 – *to note.*
12. Strategic Plan 2022-2026 'An Engaged Community' (*Minute 55/22 and others*) – further to the Council meeting on 11 July, a new Community Engagement Strategy has been drafted for consideration (*attached*). The overall Plan has been drafted and will be circulated for consideration at the November Council meeting – *for consideration and approval.*
13. Carbon Footprint Appraisal for 2021/22 (*Minute 34/22 ix*) – Further to the Council meeting on 13 June 2022, the Carbon Footprint report for 2021/22 is *attached*. The Town Council's carbon footprint has reduced by 43% since the baseline report, primarily due to changing the energy tariffs. A draft response to the recommendations contained in the report is also attached – *for consideration.*
14. Governance Arrangements – Further to the recent exchange of emails on 21 and 26 September, Councillor A Crockford has requested that the Town Council discuss governance arrangements and decision-making – *for discussion.*
15. Corsham Railway Station (*Minute 74/22 and others*) – Further to previous Council meetings, the Chief Executive will provide feedback on the Corsham Railway Station Town Team meeting on 12 August, the Restoring Your Railways Steering Group meetings with key partners, and submission of the draft Strategic Outline Business Case to the Department for Transport – *for information and comment.*
16. HM Queen Elizabeth The Second – To discuss Operation London Bridge/Unicorn and suggestions for a permanent memorial, such as tree planting – *for discussion.*

17. 20mph Limit Review (*Minute 58/21, note 6 - P&A 27/07/22, note 8 – P&A, 27/09/22 and others*) – Further to the Council meeting on 12 July 2021 and recent Property and Amenities Committee meetings on 27 July 2022 and 27 September 2022, proposals for 20mph limits in Corsham and Neston have been drafted by Wiltshire Council following surveys to gather speed data. Further work is needed to ensure the schemes are acceptable. A meeting was held with Wiltshire Council's Traffic Engineering Manager on 3 October to try to progress the schemes. Additional data is being gathered for Pickwick Road to provide a more accurate assessment and the Town Council has been given the opportunity to comment further – *for discussion*.
18. Open Letter from Ukrainians of Wiltshire – The Council is asked to consider a response to the *attached* open letter from Ukrainians of Wiltshire County. Please note that the request and response may have legal implications – *for consideration*.
19. Vacancies on Committees, Other Groups and Outside Bodies – Further to the previous meetings and recent Councillor resignations, there are opportunities to fill vacancies on committees, other groups and outside bodies. Any unfilled vacancies following this meeting can be filled at future meetings. The current vacancies are:

Committees and other groups

Property and Amenities – one

Finance and Administration – one

Accounts Sub-Committee – one, plus two reserves

Neighbourhood Planning – one

Community Wellbeing Group – one

Environment Task Group – one

Outside bodies

Corsham Area Board Health and Wellbeing Group – one

Emergency Planning Volunteer – one (reserve)

If any Councillor would like to fulfil any of the above roles, they can be appointed at the Council meeting – *for consideration*.

20. Annual Governance and Accountability Return for the Year Ended 31 March 2022 – The Annual Governance and Accountability Return has been audited and the Notice of Conclusion of Audit is being advertised on the Town Council's website. No issues or concerns have arisen. A copy of Section 3 - External Auditor Report and Certificate 2021/22 is *attached* – *for information*.
21. Issues for Corsham Area Board Consideration (*Various Minutes*) – Further to previous meetings, this regular agenda item asks the Town Council to identify issues for Area Board consideration – *suggested issues invited*.
22. Council Vacancies (*Minute 60/22 and others*) – There are currently three Town Councillor vacancies. Two have arisen through the resignations of Ann Morris (Corsham Ladbrook Ward) and Tracy Smith (Corsham Pickwick Ward). Notices of Vacancy are being advertised. If, by 7 October 2022, requests for elections to fill either or both vacancies are made in writing to the Returning Officer by 10 electors from the relevant ward electoral area, an election or elections will be held to fill the vacancies. Otherwise, the vacancies will be filled by co-option. If an election or elections are called, they will take place no later than 9 December 2022.

The third Town Councillor vacancy is in Corsham Neston Ward and can be filled by co-option. The vacancy to fill the vacancy was re-advertised and one application was received by the closing date. Nomination details for the candidate are *attached*. The applicant is Ms Anna Louise Mackie. Members need to decide whether they think the candidate is suitable before a ballot or voting takes place – *co-option requested*.

23. Covid-19 Emergency Update/Recovery Plan (*Various Minutes*) – The Chief Executive will give an update on Covid-19 matters including the return to formal face to face Committee meetings – *for consideration*.
24. Authorisation of cheques and payments – A list will be available at the meeting.

A Meeting of the Accounts Sub-committee will take place at 7.10pm.

The Methuen (Town) Hall meeting will take place immediately after the Council meeting.